

**ACADEMIC SENATE COUNCIL MEETING
JANUARY 26, 2016
APPROVED**

In accordance with the Ralph M. Brown Act and SB 751, minutes of the DVC Faculty Senate Council record the votes of all committee members as follows: Members in attendance will have their votes recorded including names of members voting in the minority or abstaining is recorded.

PRESENT: Beth McBrien (President), John Freytag (Vice President), Katrina Keating (Rep-at-large), Peter Churchill (Corresponding Secretary), Cheryl Carter (Counseling), Patrick Moe (Applied and Fine Arts), Buzz Holt (Social Sciences), Carolyn Seefer (Business), Theresa Flores-Lowery (Kinesiology), Marva DeLoach (Library), Barbara Hewitt (Biology/ Health Sciences), David Vela (English), James Magee (Math/Computer Science), Joe Krivicich (Physical Sciences), René Sporer (SRC), Valerie Colber (Part-time Faculty), Muhammed Gheith (Part-time Faculty)

ABSENT: James Magee (Math/Computer Science), Heidi Goen-Salter (English)

GUESTS: Bill Oye, Rachel Westlake, Andy Barlow, Shelly Pierson

1. APPROVAL OF AGENDA OF JANUARY 26, 2016 AND THE MINUTES OF NOVEMBER 17, 2016 AND NOVEMBER 24, 2016.

It was MSC to approve the agenda of January 26, 2016. The following members all voted aye: Freytag, Keating, Churchill, Flores-Lowry, Carter, Seefer, DeLoach, Hewitt, Moe, Krivicich, Sporer, Holt, Colber, and Gheith. No nays. No abstentions. Approved.

It was MSC to approve the minutes of November 17, 2016 with corrections. The following members all voted aye: Freytag, Keating, Churchill, Flores-Lowry, Carter, Seefer, DeLoach, Hewitt, Moe, Krivicich, Sporer, Holt, Colber, and Gheith. No nays. No abstentions. Approved.

It was MSC to approve the minutes of November 24, 2016 with corrections. The following members all voted aye: Freytag, Keating, Churchill, Flores-Lowry, Carter, Seefer, DeLoach, Hewitt, Moe, Krivicich, Sporer, Holt, Colber, and Gheith. No nays. No abstentions. Approved.

2. PUBLIC COMMENT

Bill Oye said he has been having a problem with students who have opted for a P/NP not coming to class towards the end of the semester. He said it would be helpful if the instructor had the information on which students have selected P/NP. He has talked to Admissions and Records about changing this. He said there is nothing in Title 5 that addresses this situation and he does not know why this is the way it is here. He said part of the problem from his side is that if he doesn't know a student is P/NP and the student stops handing in assignments or coming to class and he tries to reach out to them. But then he does not hear back and does not know if the student was having some problems or whatever else may have caused them to stop coming to class. He said he has talked to other Social Science faculty and they agree this is an issue that needs to be addressed. He said in the past, faculty has been able to get this information. He said the District and Admissions and records have stated they do not want to visit this policy now. Oye said he thinks this is an academic and not a Student Services issue.

3. COUNCIL COMMENT

Gheith commented that parking is a major problem for part-time instructors as they often start later and all the parking is full. He also is frustrated with students who park in faculty/staff lots. He said he told one student he could not park in faculty/staff parking and the student got out of their car and took a picture of his license plate!

Colber commented that the latest technology is making it even easier for students to cheat. She said in one of her online classes last semester she found that half the class was cheating. She said new ways of cheating are always coming out and she found sites that offer services like taking a test or even a whole course for the student. She said also, the instructor is supposed to get the students signature if she has found they have been cheating, but how is that supposed to happen in online courses, especially if the student is out of the area. She said she also sees cheating in her face-to-face classes and has decided that she is going to proctor all in class assignments for her face-to-face classes. And lastly, she is seeing more and more students ask for a failing grade so they can repeat the class.

Holt said when he started at the college in 1988 parking was a problem then. He said the college should look at how many faculty and staff have parking permits, and at how many faculty/staff parking spaces we have.

Krivicich said his area is working on their Annual Program Review and they have found that the software does not remember a lot of information that they have put in. This resulted in a lot of work he did getting lost. There is a save button but it does not work. So now they can't finish their PR because it does not save anything. He asked if the deadline could be extended and this problem addressed. Moe added that faculty were given the impression this process was going to be quick and easy and it was nothing like that.

Seefor said she is concerned about cheating also and said that faculty should formally report incidents of student cheating because if a student is cheating in one class, it is highly likely that he or she is cheating in other classes.

Sporer said she is in the District Leadership cohort this year and it has her thinking about participation in convocation. She said a lot of people don't like going and a lot of staff can't go. She suggested we close student services at 4:00 on a Friday before classes have started and have a barbeque for everybody which is what it is supposed to be.

4. APPOINTMENTS

None.

5. ANNOUNCEMENTS

Keating announced this is her last semester serving as the Rep-at-Large and said people should start thinking about candidates for the position.

6. ACADEMIC SENATE GOALS

McBrien said she reviewed the Senate goals and said modifications to the website would address both Goal #1 and Goal#2. She said the Scheduling Committee has started talking about clustering classes into groups that address certain interests. For example, students who are interested in the arts, or students who are interested in the sciences would see a group of departments that relate to those areas of study. They are developing about 5-7 groups and will be finalizing them and creating names for them soon. She said we have brought in a website consultant to help us with this process. The scheduling committee is going to review the departments that apply first to have their program pages rewritten; she said this is one of the steps to changing and improving the website. Eventually all the program pages will be updated.

McBrien said the Student Services Committee has not been meeting because they are not sure where they fit in the discussion about student services issues. She said College Council has been discussing this and the Student Services Committee will be meeting in the next couple of weeks. She said she, Garcia, and Freytag met with the Student Services managers last semester to discuss what the Student Services committee should have in its charge. She said they also reviewed the membership charge and function of all the Senate committees.

McBrien said also for Goal 2, it has been recommended that a Tutoring coordinator needs to be hired.

McBrien said when they met with the Student Services managers they talked about changes to improve the enrollment process but we don't know about a lot of them. She commented that it did seem that Web Advisor went pretty smoothly for this semester's registration. Moe commented that he did have an issue with his roster where he had a student say he was on the roster but he was not. But then when he went on Web advisor, that student was on the roster there with an add code. However, Moe had not given out any add codes. Sporer said the dropped students

should not show up on the active rosters even if they are identified as dropped. Magee said his wait lists were in a different order on the roster he was mailed and what was on Web Advisor. He added that some students noticed the same thing.

Freytag said he has heard that when the department websites are updated, the department chairs are to be responsible for that. He said they already have more to do than they are compensated for. McBrien said her understanding is the consultant that's been hired is on a temporary basis so after the websites are redone, the department chairs will need to make sure they are updated as needed. Moe commented that he would actually like more control of his department's web page.

7. PRESIDENT'S REPORT

McBrien said after reviewing all the senate committees it is recommended we focus on the role of the Student Services Committee this semester, especially in integrating student services with instruction. McBrien said the Program Review Committee is not a senate committee but Program Review is a 10+1 item. She said they have been struggling in filling their membership. McBrien said the new annual templates are coming out next week, and Council was wise to wait on the new rubric because it is very different than the previous one.

McBrien said there are a lot of things being done but we may not know about all of them. She encouraged Council to with their areas about suggestions or improvements for Student Services

Barlow said a couple resources that are being put into place. First, the Research and Planning talked with Admissions and Records and they will be putting out information on their services that instructors can have in the classroom. Also a student handbook about Student Services is being put together.

McBrien said College Council will be having discussions about the equity training coming up. McBrien said also we are working towards implementing the Partnership for Student Success where managers, faculty and classified will be paired up with certain cohorts of students to help guide them through what they should do to succeed. This will help us see what barriers they are encountering.

McBrien said First Year Experience is writing a plan that we will see soon.

Hewitt asked about the status of the Professional Development Committee. McBrien said she will find out and bring the information back.

Barlow said also there is going to be an enrollment management document that will be a list of all the new and existing activities to recruit students and helping them through that matriculation process.

McBrien said also there has been a lot of discussion about how do we institutionalize innovation proposals.

McBrien asked Westlake if it is true the Department Chairs will be responsible for the web pages. Westlake said the decision isn't final but it will probably be the way we go. Department Chairs could form a work group to help with this. Carter said maybe all three colleges could hire one webmaster.

8. MEASURE E UPDATE

McBrien said at some point the Senate is going to need to do a general endorsement of the programmatic plan for Measure E. She reminded Council that any discussion of definite placement of proximity of offices to classrooms, or square footage is after the programmatic approval.

Freytag informed Council there is video of the Forum that was held about the Measure E Plan. He reviewed with Council a PowerPoint of the stages of the plan. He said this presentation from the forum, is the first time we've seen square footage and cost associated with each area. He pointed out the diagrams of the stages for construction included in the executive summary and said we will end up with an additional 9000 plus square feet of lecture space. There was a lot of discussion about WSCH (Weekly Student Contact Hours) and ASC (Assignable Square Footage) and how they are linked to project the size of the new spaces. Freytag said he had asked if during the calculations, was lecture space assigned to the program that was doing the lecturing, or to the building in which the lecturing was taking place. He said the answer is that the lecture space is assigned to the building. He said he uses lecture space all over campus and it would be good if there was some reflection of that in the future space.

Freytag showed the initial analysis of square footage for labs and lecture spaces within each division. Freytag said looking at the cost estimate divided by square footage, it is really high. Westlake explained there are two ways of calculating square feet. There is ASF which is classrooms, labs, etc. and then there is ___? square feet this includes

hallways and other sorts of public spaces. Freytag said in this presentation they talked about common classroom space that will not be assigned to any one program.

Holt said when we are going to be asked to approve programs first and then the projects. But we are ignoring that the devil is in the details. He said when the project plans come out and we don't like something, we are going to be told that we approved the programs so this is the project. McBrien said her understanding that once the programs are approved, there will be an executive steering committee formed that will include faculty. She said a positive thing she saw at the forums, is that the tone of the forums show district is willing to make some changes based on input and being adaptive when working on the plan.

Krivicich said a concern he has heard is about the proximity of offices to the classrooms. He added that the observatory should stay at the top of the hill for it to function effectively. Freytag said he will be presenting a motion from the sciences area that takes into account some of the ideas being proximity to our students and to each other.

Colber said there are a lot of nice things about the remodel of the library downstairs for computer science classrooms. But there are things from an instructional perspective, that the project manager does not have, that are not as efficient as they should be. She said we need to make sure feedback is solicited at every step.

Sporer said she is concerned that the San Ramon part of the plan has been reduced to a line item. She said the plan for San Ramon is nothing like they discussed. Keating said she heard questions that the details of SR are not in this presentation and they were told they are coming later.

Freytag shared the motion from the sciences.

It was MSC that the Academic Senate endorses the Measure E Program plan as presented 1/20/16 and recommends that program and project-level planning proceed utilizing the following principles:

- 1) To best support student learning, equity, and success, intradepartmental office spaces (full-time and adjunct) should be adjacent to, or in as close proximity as possible to, that department's primary teaching spaces.**
- 2) To foster communication and collaboration within each department and best support institutional effectiveness, student learning, equity, and success, intradepartmental faculty offices (full time and adjunct) should be located together in the same building (or in as close proximity to each other as possible).**

McBrien said this will be an action item at the next meeting. She said President Garcia or Ted Wieden will be invited to help with any questions.

9. EQUITY TRAINING

McBrien reminded Council that Donna Wapner had come to the Senate last semester and talked about compensating adjunct faculty to do equity training. The discussions have developed into coming up with something that would provide training for all faculty. At this time a work group is being put together to come up with a modality for training that would be substantive. The workgroup includes Andy Barlow, Cheryl Wilcox, and Doug Dildine.

Barlow explained it was agreed that we should put some funding toward student equity and success. He said the training would fall under Professional Development work. He said the work group investigate various models of Professional Development that are very closely linked to individual instructors being able to develop their own interventions that they think would help students in their classes that are struggling to succeed. He said one example of a model is the Teaching Excellence Network. He said the first step would be to assess where are the students that are having difficulty, who are they? Then faculty need to say what skills they need to learn to accomplish this goal. At that point Professional Development can find ways to help faculty gain those skills.

Sefer said in some of the large classes this would be very difficult to try to monitor and track each student and apply individualized strategies. Barlow said that's what is good about each instructor developing their own strategies suited to their classes.

McBrien said the work group should be complete by the end of this week. The training should start in Fall 2016. She said we could do some district-wide training also to share best practices. She said she will also talk to the UF to see if faculty can receive Flex credit for doing the training.

10. FIT FOR LIFE

Shelly Pierson shared a PowerPoint about a program she would like to implement called Fit for life-Smart for Life.

She explained the program is the integration of physical activity with other programs to help promote student success. She said studies have shown that physical activity and health improves focus and attention, motivation, patience, and a more optimistic mood toward learning. It would link activity courses contextually with an academic course. Students would attend an activity course and go directly to an academic course afterwards. They would do this as a cohort. Resources needed would include administrative support, scheduling support, marketing, participation, research, and linked courses. She said the activity course would be a skill building class, not just activity for the sake of activity. It would be up to the instructors which and how many assignments would be linked. She would like to start it in Fall 2016. She asked Council to discuss this proposal with their divisions and send her any feedback.

11. VP OF INSTRUCTION

Westlake said we continue to move forward with faculty hiring.

Westlake reminded Council the Program Review deadline is on Monday. She is working with the committee to extend that a little because of some issues and changes.

Westlake said our enrollment data is looking good especially for San Ramon. She said though it is hard to compare this year with last year because of very different start dates.

12. ADJOURNMENT

There being no further business the meeting was adjourned at 4:00 p.m.

*Respectfully submitted,
Ann Langelier-Patton
Administrative Secretary*

